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Approved For Release 2002/05/01 : CIA-RDP78-06096A000100030010-7
UNITED STATES GOVERNMENT

Memorandum ~~CONFIDENTIAL~~

TO : Director of Training

DATE: 2 November 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 34
26 October - 1 November 1965

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1. On 25 October Chief IS interviewed [redacted] a DDI candidate for an instructor vacancy in the Intelligence Production Faculty. On 29 October [redacted] returned and talked with [redacted] appears to be a very good candidate, and P0/TR has been asked to schedule interviews for him with DDTR and DTR.

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B 2. On 26 October Chief IS discussed with Chief LTS the placement of the two new reading improvement machines in the Language Lab in Headquarters Building. It was agreed that [redacted] would work out the details. When arrangements are complete, an OTR Bulletin should be issued to announce the availability of the equipment. Chief IS will coordinate this with R/TR.

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3. On 27 October Chief IS spent an hour with [redacted] Acting Deputy Director of OCS, to discuss a training problem that confronts [redacted] as Chairman of a CODIB sub-committee on ADP training. It developed that the problem is not directly related to the training of Agency users of ADP and will probably involve contracting with one or more Universities. Chief IS has informed R/TR of the discussion and of the possibility of later involvement in external training activities.

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4. On 28 October Chief IS was called by a Mr. Fox, who identified himself as a student at the University of Maryland who is Chairman of his Dormitory discussion group. Mr. Fox asked if an Agency briefer could speak to his group and discuss the activities of the Agency. I thanked Mr. Fox for the invitation and suggested that he might send a written request to the Director. I also explained that we have a great many requests of this kind, that thus far we have not been able to accommodate them, and that, with few exceptions, our general policy has been to confine our briefings to U.S. Government groups. His reaction was in no way hostile. Fox said that he understood our problem and our policy. Later I checked with the Public Affairs Office and found that Fox had been referred to me by [redacted]

DOCUMENT NO. [redacted]

NO CHANGE IN CLASS.

DECLASSIFIED

CLASS. CHANGED TO: IS S C 2/2

NEXT REVIEW DATE: [redacted]

AUTH: HR 70-2

DATE: 27-1-82 REVIEWER: GD-6199

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GROUP 1
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5. On 28 October Chief IS interviewed [redacted]

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[redacted] candidates for instructor positions in the Intelligence Production Faculty. Of the three, only [redacted] seemed to be a good prospect. PO/TR has been asked to explore [redacted] availability.

6. On 28 October Chief IS met Generals Maples and Whitney of DIA during the coffee break between their separate presentations to the Intelligence Review class. Both appeared to have a most friendly attitude toward the Agency, and both obviously appreciated having been invited to speak.

7. Final planning of the one-day briefing of the State Department JOT class on 9 November is awaiting a decision on the degree of coverage that can be given to the Clandestine Services of the Agency. Chief OS is exploring this question with the DDP Training Officer.

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[redacted]
Attachment: Reports

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UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 1 November 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 34
25 - 29 October 1965

1. Intelligence Review

Intelligence Review (11) is off to a very promising start at 1000 Glebe with 35 students enrolled plus one auditor from the Office of the DDS. The class is composed of 1 student from DCI complex (OIG), 15 from the DDI, 3 from DDS&T and 16 from DDS. The Office of Security alone is represented by 5 students, including its Chief of Training, [redacted] OTR personnel among the students include [redacted]

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[redacted] of OIG. Our own [redacted] also is auditing the course.

The opening of the course on Thursday, 28 October rather than--as usual--on a Monday seems to have made no material difference. Opening day speakers included, for the first time, [redacted] Chief of the China Division of OCI, on "International Communism" in lieu of [redacted] who was still vacationing. Sid was quite well received, as were [redacted] and Hugh [redacted]. On the second day the usual DIA presentation by a speaker from the Production Center (this time Brig. Gen. H. N. Maples, Chief of the Center) was preceded by a much-needed overview of DIA by its Assistant Chief of Staff for Plans and Programs, Brig. Gen. Richard W. Whitney. Together with the usual fine and witty presentation by Allen Evans of INR, it was quite a "community" day.

The students are warming up--assisted by an ice-breaking social hour the first day at a nearby restaurant--and this week will be organized into seminars for mutual discussion of intelligence problems which particularly interest them.

2. Special Lectures and Briefings

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a. The CIA Introduction, presented by [redacted] [redacted] on 25 October was attended by 35 new Agency employees.

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b. On 26 October at Headquarters, [redacted] briefed the Honorable Wm. H. Weathersby, Ambassador to Sudan, on significant developments in the NSC, Intelligence Community, and the Agency. The Ambassador asked questions on the NSA [redacted]

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c. On 27 October, [redacted] addressed a group of about 150 officers attending the Ordnance Officer Career Course at Aberdeen, Maryland on "The Role of the Central Intelligence Agency". This was a middle-level officer group (Captains and Majors) with little or no intelligence background, and they seemed to be appreciative of the opportunity to have a number of misconceptions about the Agency's role in our national security structure cleared up.

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d. On 29 October, [redacted] gave the bi-weekly lecture on Agency responsibilities at the AID Orientation Course to about 30 people. Mr. Ashcanese, Chief of Orientation Training at AID, mentioned that the number of trainees processing for overseas assignments in that Agency are running about 2 1/2 times more than last year, with the greatest increase, of course, among those going to Vietnam.

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Memorandum

TO : Chief, Intelligence School

DATE: 1 November 1965

FROM : Chief, Intelligence Production

SUBJECT: Weekly Activities Report No. 34
25 October - 29 October 1965

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1. Last week the Career Trainees in the Intelligence Production Course got off to a flying start. The subject was the [redacted]. The new Training Manual gave the Trainees an excellent starting point, and this was followed by a lecture on organization, mission, and functions. Individual interviews on specialized topics and functions were then scheduled and completed. These gave the Trainees an invaluable personal insight into the functioning of the [redacted], and into the personalities of the people who do this important work in the Agency. This was followed by an informal Seminar that lasted for six hours on the capabilities and limitations of the [redacted]. Two of the top people in the [redacted] participated in the marathon Seminar (not a teach-in!), and asked for the privilege of being invited back when this part of the IPC is scheduled to be given again in 1966. The Trainees were enthusiastic about the [redacted] and they enjoyed the opportunity to "see the people" and to participate in the training through the Seminar.

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2. The Career Trainees now taking the hurdles of the Intelligence Techniques Course are showing flair and ability in carrying out the class assignments. The class has a larger than usual number of good briefers, and the staff looks forward to polished performances during the final briefings in the third week of the course. The level of writing ability appears to vary with the sections, but after more experience with the problems of intelligence writing the performance of many of the students should improve. The four-section approach to the ITC is proving to be a big improvement over the old three sections in that it enables us to get closer to the individuals involved. Five sections would be even better, but the logistics of the vault, the section rooms, and the document wagons, puts the ceiling at five sections.

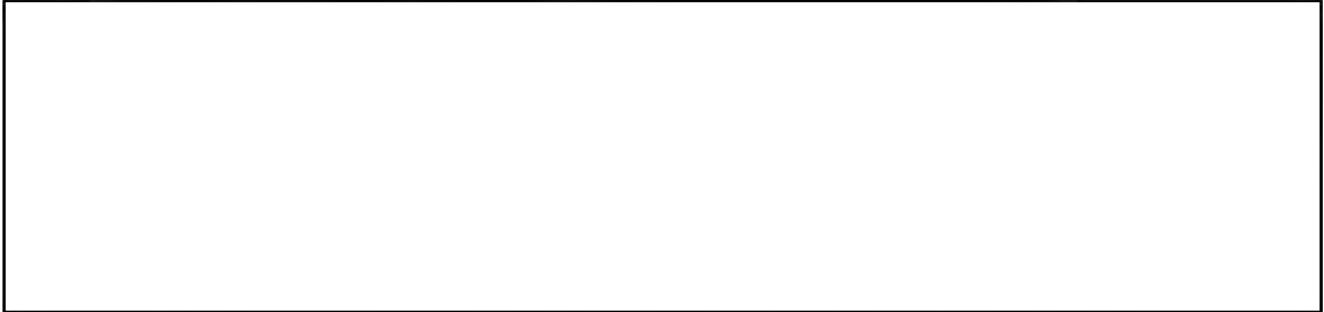
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GROUP 1
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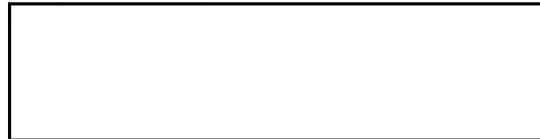
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4. [redacted] gave a lecture on the production of finished intelligence for the Advanced Intelligence Course at the Defense Intelligence School on Monday. The lecture included a discussion of some management implications of the various stages in the production process.

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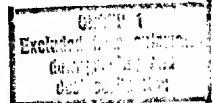
5. On Thursday and Friday [redacted] attended the Civil Service Commission's Executive Seminar in ADP. This seminar was given on 30 September - 1 October, and was so heavily over-subscribed that this second running was given. Four of the five speakers were good to excellent and in all but one instance their talks were followed by stimulating discussions. One of the speakers, who apparently has been invited back several times, was extremely disorganized and had little to offer. The value of the two-day seminar could be greatly enhanced if a third day were added during which one or two case studies of management of a computer installation (from its conception through the various stages to its full-scale operation and evaluation of results) ~~were~~ was studied and discussed in detail. It might be more beneficial, in fact, to study an installation which failed rather than one which succeeded.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 29 October 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 34
25 - 29 October 1965

1. Number in Clerical Induction Training: During the week of 18 - 22 October 1965, there were 48 trainees in Clerical Induction Training; of these 13 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 18 - 22 October 1965, there were 33 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 18 - 22 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	14	4
Shorthand	9	1

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 18 - 22 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	27	
Typewriting	15	5
Shorthand	4	2
Card Punch Operator		
Aptitude Test	2	



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GROUP 1
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Weekly Activities Report, No. 34
25 - 29 October 1965

5. Change in the Courier Service: The mail pickup and delivery service at 1016 - 16th Street has changed quite radically recently. The first delivery in the day is never before 9:30 and usually as late as 10:30. This change has created some problems for us, particularly in getting mail from here to 1000 Glebe.

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6. Personnel on Leave: On 28 and 29 October 1965, Mrs. Barbara [redacted] of this Faculty was on annual leave.



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Memorandum

TO : Chief/Intelligence School

DATE: 1 November 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 34
25-29 October 1965

SUPPORT SERVICES COURSE NO. 2

During the week of 25-29 October MTF gave some lectures and exercises on management to the Support Services Career Trainees, and during the period of 31 October through 5 November we are giving the Managerial Grid to this same group [redacted]. It will be interesting to compare their work in this program with that of the other groups which we have had.

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LIAISON WITH USDA GRADUATE SCHOOL

Mr. Fred Peterson of the U.S. Department of Agriculture Graduate School conducted a Public Seminar in the Managerial Grid for about forty-seven people during the reporting period. The meetings were held at the Charter House Motel and attended by representatives from various parts of the federal government. He was assisted by Mr. Frank White of the Internal Revenue Service. White has had more experience with the Managerial Grid than most people inasmuch as he worked closely with Dr. Blake from the beginning of the Grid idea and has put over 700 people through the Grid in the Southwest Region of the Internal Revenue. [redacted] had the opportunity to talk with White and Peterson for several hours on Thursday and again on Friday.

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[redacted] also sat in on the session on Friday morning and had a chance to chat with White, who clarified several points for us particularly in relation to Phase II.

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SUPERVISION COURSE NO. 90

We are requesting that the next Supervision Course be canceled as only fourteen individuals are registered to date, and we have a considerable need to devote our time to Phase II during this period.

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MOVE TO MAGAZINE BUILDING

Considerable time has gone into the planning of layout and furniture for our space in the Magazine Building. We believe that the results will be both attractive and flexible.

LONG RANGE PLANNING FOR MANAGERIAL GRID

MTF has initiated a series of informal conversations relating to the future of management training and to the Managerial Grid inasmuch as we think it is now time for the Agency to make some policy decisions regarding the pace and scope of its training in this general field. We hope before the end of the year to put up concrete recommendations.

[redacted] mam

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